

RES WEB-BASED ANNUAL REPORT HELP

General

RES entities with no revenues for the report year are required to file the RES annual report with the Commission. If the reseller intends to retain its Wisconsin intrastate certification, the reseller must also pay the \$100 fee. (This message will appear on the annual report submission confirmation page if the amount reported on line 5 of the Assessable Revenues item is less than 200 (\$200,000 reported to the nearest thousand dollars).)

See Commission's web page at http://psc.wi.gov/telecom/annlrpt/ind_annl.htm and Rules for Reporting item at the top of the web-based form for further details. Resellers should pay particular attention to item number 13, "Do I Have to Send in a \$100 Fee to the Commission?", in the Rules for Reporting. If a check or money order is required, write your utility's Commission identification number on the check or money order and send it, along with the annual report submission confirmation page, to the Public Service Commission of Wisconsin. **(DO NOT SEND THE \$100 FEE AND CONFIRMATION PAGE TO THE STATE OF WISCONSIN DEPARTMENT OF FINANCIAL INSTITUTIONS OR DEPARTMENT OF REVENUE!)**

If you wish to request provisional confidential treatment of annual report information, do not click on the "Check for Errors & Submit" button on the program screen.

Do not file a hardcopy version of the annual report or a signature page (containing a handwritten signature) with the Commission. Other than required for the \$100 reseller fee (if applicable), do not file a printout of the submission confirmation page. If you wish to request provisional confidential treatment of annual report information, see the manual (i.e., non-Web application) filing procedures posted on the Commission's web site.

Commission staff has established a Telco Annual Report Helpdesk to facilitate implementation and functionality of the annual report program. The primary Helpdesk contact person is: Kevin Klingbeil, (Email address: kevin.klingbeil@psc.state.wi.us), (608) 267-9504. Email contacts are preferable; in your email, provide the following information:

1. Type of annual report (ARW, CMR, CTV, CMR, or OTH);
2. Name and employer;
3. Phone number;
4. Utility name and ID number; and
5. Nature of problem.

RES WEB-BASED ANNUAL REPORT HELP

Signature

Person responsible for accounts attests that the report is a correct statement of the business and affairs of the utility for the report year.

“Utility Name” is populated from the Commission’s database and is nonenterable. (An official name change must be filed separately with the Commission via the Commission’s Electronic Regulatory Filing System (ERF), including the Wisconsin Department of Financial Institutions information. Also note any details concerning a name change in the Annual Report Notes section of the report. Additional information on this subject is included in the Rules for Reporting.)

Report requires no manual or electronic “signature”.

“Date” does not contain a validation check as to whether it is correct or not; the annual report preparer is required to manually check that the signature date is appropriate.

Identification

“Utility Name” is populated from the Commission’s database and is nonenterable. (An official name change must be filed separately with the Commission via the Commission’s ERF, including the Wisconsin Department of Financial Institutions information. Also note any details concerning a name change in the Annual Report Notes section of the report. Additional information on this subject is included in the Rules for Reporting.)

All other information derived from prior year’s annual report; edit as necessary.

“PO Box” does not include a validation check for entered data.

“State” does not include a validation check for two-character abbreviation.

“Web Site Address” does not include a validation check for entered data.

“Business Customers Phone” should report telephone number for potential business customers to contact the company (if service is provided to that type of customer).

RES WEB-BASED ANNUAL REPORT HELP

Identification (continued)

“Residential Customers Phone” should report telephone number for potential residential customers to contact the company (if service is provided to that type of customer).

Primary Utility Contact (located at utility address)

All information derived from prior year’s annual report; edit as necessary.

Mailing/PO Box address should agree with address shown in Identification section.

“PO Box” does not include a validation check for entered data.

“State” does not include a validation check for two-character abbreviation.

Officer in charge of correspondence concerning this report

All information derived from prior year’s annual report; edit as necessary.

“PO Box” does not include a validation check for entered data.

“State” does not include a validation check for two-character abbreviation.

Contact Person for Regulatory Inquiries and Complaints

All information derived from prior year’s annual report; edit as necessary.

“PO Box” does not include a validation check for entered data.

“State” does not include a validation check for two-character abbreviation.

RES WEB-BASED ANNUAL REPORT HELP

Assessable Revenues

Calculation of Assessable Revenues for Remainder and Telephone Relay Assessment Purposes:

For lines 1 through 5, **report assessable revenues to the nearest thousand dollars.** (Example: \$130,000 should be reported as \$130.) Use the definitions contained in the first three notes in the “Assessable Revenue Definitions” item at the top of the screen of the web-based form when entering the assessable revenue amounts **in 000’s.**

For line 5, assessable revenues for remainder and telephone relay assessment purposes include revenues from calls originating in Wisconsin regardless of termination location plus miscellaneous revenues (rent, directory, etc.) attributable to Wisconsin and inbound interstate 800 and collect revenues billed to customers in Wisconsin. Such assessable revenues exclude revenues from services such as customer premises equipment sale and maintenance, inside wire maintenance, and revenues from the Internet Service Provider line of business which have either been deregulated or defined as nonutility revenues by the Commission. Note that this calculation of assessable revenues is not synonymous with and is more extensive than the typical definition of intrastate (i.e., calls originating and terminating in Wisconsin). In addition, the amount reported for Gross Operating Revenues – Wisconsin for line 1 is before consideration of uncollectible revenues. Lines 3 and 4 address write-offs and collections.

Additional details concerning remainder and telephone relay assessable revenue information are available in a document titled “Questions and Answers Concerning Assessments & Fees Applicable to Telecommunications Providers Levied by the Public Service Commission of Wisconsin” located on the Commission’s web page.

Cost of plant in Wisconsin utilized by the reseller for provision of telecommunications services in Wisconsin:

On line 6, **report the cost of plant in 000’s** at the end of the year located in Wisconsin utilized for provision of telecommunications services in the state. (Example: \$130,000 should be reported as \$130.)

RES WEB-BASED ANNUAL REPORT HELP

Assessable Revenues (continued)

Cost Basis (including capital leases) of transmission facilities (excluding switches) in Wisconsin, including wire, cable, fiber optics or radio, and associated electronics owned, operated, managed or controlled by the telecommunications reseller, if in excess of \$400,000 (\$400 in 000's) as of December 31, 200X:

On line 7, **report the cost basis of transmission facilities in Wisconsin in 000's** if greater than \$400,000 (i.e., \$400 in 000's). (Example: \$130,000 should be reported as \$130.) Capital leases should be considered in determining the applicable amount. The cost of switching investment is not to be included in the reported transmission facilities amount.

Assessable Revenues for Universal Service Fund Assessment Purposes (Line 10) and Total gross operating revenues, minutes of use and average number of customers generated by the provision of intrastate Wisconsin telecommunications services:

For line 10, **report assessable revenues to the nearest thousand dollars**. (Example: \$130,000 should be reported as \$130.) Use the definitions contained in the last four notes in the "Assessable Revenue Definitions" item at the top of the screen of the web-based form when entering the assessable revenue amount **in 000's**.

The Revenue Amount (000's) column on lines 8-10 should be used to report retail and wholesale assessable revenues for intrastate universal service fund (USF) assessment purposes. In most cases, the assessable revenues for USF purposes (i.e., line 10) will be less than the assessable revenues for remainder and telephone relay purposes (i.e., line 5).

Additional details concerning universal service fund assessable revenue information are available in a document titled "Questions and Answers Concerning Assessments & Fees Applicable to Telecommunications Providers Levied by the Public Service Commission of Wisconsin" located on the Commission's web page.

Also use the Minutes of Use (Actual No.) and Avg. No. of Customers (Actual No.) columns on lines 8-10 to report wholesale and retail activity for the reported calendar year. **Do not report minutes of use or avg. no. of customers in 000's!** (Example: 130,000 should be reported as 130,000.) For line 8, Retail, and line 9, Wholesale, respectively, if you report a number in any of

RES WEB-BASED ANNUAL REPORT HELP

Assessable Revenues (continued)

the three columns, the other columns should also report the necessary amounts.

Changes During The Year

Enter any changes during the year to information requested in the reseller annual report or other information originally filed with the reseller's certification petition. If a name change is reported for this item, see the Rules for Reporting item for required actions to officially change the reseller's name with the Public Service Commission of Wisconsin.

Use Enter key to create new lines in text box.

Adoption of Other Marketing, Trade, or "doing business as" (DBA) Names

Enter other marketing, trade, or "doing business as" (DBA) name(s); one per line. If none is applicable, enter "NONE".

Use Enter key to create new lines in text box.

Number of Lifeline and Linkup Customers

Report the actual number of Lifeline customers in Wisconsin at the end of the year. (Example: 130,000 should be reported as 130,000.)

Report the actual number of Linkup customers in Wisconsin connected during the year. (Example: 130,000 should be reported as 130,000.)

Annual Report Notes (if applicable)

Use Enter key to create new lines in text box.

An official name change must be filed separately with the Commission via the Commission's ERF, including the Wisconsin Department of Financial Institutions information. Also note any details concerning a name change in this section of the report. Additional information on this subject is included in the Rules for Reporting.

t:\staff\khk\ar\04 web based help\RES\04pdfs\RES help.pdf